

4 April 1973

MEMORANDUM FOR: Mr. [REDACTED]  
Chief, Staff Personnel Division

STAT

SUBJECT : Briefing Data for C/SPD Presentation for new DD/Pers/R&P  
and new DD/M&S

STAFFING

JULY 1970

STAT

Mr. [REDACTED] GS-12 (then), Chief, CTP Selection Branch. (Departed  
26 May 1972).

STAT

Mrs. [REDACTED] GS-07 (then), Personnel Assistant. (Departed 20 July 1971)

MARCH 1973

STAT

Mr. [REDACTED] GS-12, C/CTP/Selection Branch. (Arrived 30 May 1972)

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Miss [REDACTED] GS-07, Personnel Assistant. (Arrived 19 July 1971)

TRAINING

STAT

Miss [REDACTED] Selecting Applicants and Reassigning Employees - August 1972  
What Personnel People Don't Know About Personnel Actions: Stress on Common  
Errors and Practical Effects - October 1972

STAT

Mr. [REDACTED] - Handling Casualty Affairs in the Agency - March 1972;  
Actual Case Studies in Handling, from Beginning to End, Overseas Medical  
Evacuations, Disposition of Remains, Emergency Addressee Notifications,  
and Emergency or Family Visitation Travel - March 1972;  
Kinds of Insurance Available and Helpful Hints in Processing Claims - March  
1972; Official Cover, Non-Official Cover, Contracting for Personal Services -  
April 1972; Personnel Conference [REDACTED] May 1972; The Mark of a Good  
Line Personnel Office as Seen By: Inspector General, Operating Official,  
Chief of Support, Director of Personnel, Senior Personnel Officer and Junior  
Personnel Officer - June 1972; Agency Retirement Policies, Programs, and  
Employee Assistance - July 1972; Job Classification Principles and Techniques -  
- July 1972; Problems and Issues in Job Classification and Salary Administra-  
tion - July 1972; New Evaluation and Pay Legislation - July 1972; How to Eval-  
uate a Job - July 1972; Human Motivations and Needs - August 1972;

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Objectives and Research Activities of Agency Human Resources Committee - August 1972; Recruiting an Applicant - August 1972; Kinds of Personnel Decisions Requiring Action by D/Pers or DDS and Standards for Exceptive Approvals - September 1972; Conflicts and Advantages Resulting from the Sharing of Authority and Responsibility by Component Personnel Shops and Centralized Personnel Authorities at the Directorate Levels - September 1972; Administering Disciplinary and Poor Performance Problems - September 1972; Review of Specific Cases Illustrative of Inadequate Performance, Misconduct, and Other Disciplinary or Adverse Proceedings (Overseas and Headquarters)- September 1972.

### VOLUME OF ACTIVITY

#### JULY 1970

New Files Received	28
CTP Files Rejected	8
Placed in Process	8
Candidate Interviews	9
Cancelled Actions	7
Total Externals in Process	23

#### MARCH 1973

New Files Received	72
CTP Files Rejected	43
Placed in Process	28
Candidate Interviews	19
Cancelled Actions	11
Total Externals in Process	52

### FUNCTIONS

The CTP decided in May 1972 to send two CT Program Officers to the West Coast on an interviewing trip to talk with 12 CT applicants. This was done as an experiment to see how much time, effort and money could be saved over a period of time by interviewing applicants in the field as opposed to bringing them into Headquarters for their interviews. The experiment proved successful, and as of 23 March 1973, 9 trips were made and 83 applicants interviewed for a total money savings to the Agency of \$16,726.00. (Please see attached sheet concerning breakdown of savings.)

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SIGNIFICANT PROCEDURAL  
CHANGES/IMPROVEMENTS

Among the procedural changes the CTP Selection Branch has been involved in since July 1970 are:

1. Inviting applicants into the CTP offices for pre-processing interviews in order to save time, effort and money by not placing them into process until after they have been interviewed, and then only if the CTP is still interested in them.
2. Having applicants submit to pre-processing testing (PATB II, Language, Psychological Assessment) when they come in for pre-processing interviews.
3. Placing the survivors of the field interviews and the pre-processing interviews and testings into process on a 30-day expedite basis in order that we do not lose them due to a long period of processing time.
4. In January 1973, the processing of the internal applicants for the CTP was added to the duties of the C/CTP/Selection Branch and his Pers. Asst., because the OTR personnel handling this function were not as familiar with the details as a Personnel careerist would be. Therefore, a more efficient internal applicant processing system could be realized.



C/CTP/Pers

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~~ADMINISTRATIVE - INTERNAL USE ONLY~~

ADMINISTRATIVE - INTERNAL USE ONLY

PROGRAM OFFICER TRAVEL COSTS

Estimated costs to send two Program Officers on nine trips to interview applicants on the West Coast, Mid-West and Southwest. Five of these trips were made to the West Coast, two to the Mid-West and two to the Southwest. The trips were made in May, July, September, October and December of 1972, February and March of 1973. The following are comparison figures of processing time and money saved by these trips.

Travel of Program Officers, including per diem and taxi Fare:

May-West Coast-12 applicants	\$1312.00
July-West Coast-12 applicants	1300.00
September-Mid-West-6 applicants	685.00
October-West Coast-5 applicants *(three days)	1235.00
December-Southwest-3 applicants	986.00
February-West Coast-22 applicants (two trips)	2200.00
February-Mid-West-11 applicants	710.00
March-Southwest-7 applicants	746.00
Total	<u>9174.00</u>

Estimated cost of bringing 23 applicants from their place of residence to place of interview, including per diem:

\$1800.00  
Total \$10974.00

Estimated cost of bringing 51 applicants from the West Coast, 17 from the Mid-West and 15 from the Southwest for 5 days processing including processing costs, travel and per diem:

\$37450.00

Estimated cost of Program Officer's trips:

9174.00  
Difference 28,276.00

Cost of bringing 15 applicants from the West Coast, 7 from the Mid-West and 4 from the Southwest for full processing as a result of favorable interviews:

\$11,550.00

Estimated Net  
Savings

\$16,726.00

\*Two additional applicants did not appear for interviews but probably would have come to Washington for the trip. At my request, Mr. [ ] interviewed an eighth applicant who had been previously rejected. He was brought to Washington, offered a job and turned it down.

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

C/CTP/Pers

EXTENSION

NO.

DATE

4 April 1973

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/SPD

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